EVENTS FOOD SAFETY PROGRAM TEMPLATE

HOW TO BUILD YOUR EVENT FOOD SAFETY PROGRAM

1. Complete the questionnaire "**Sections relevant to your Event**" on Page 4. A copy must be forwarded to Council. A blank copy of this document may be found in the centre of this booklet.

2. For all the questions you answered with a "yes", select and use the appropriate sections. For example, if you answered 'Yes" to the question "Do you store or display dry food", you should select Section C and Section H.

3. Complete the **Food Providers List** Page 22

4. Complete the Food Providers List with the details of the providers who will be supplying food to the event and a copy must be forwarded to Council. A blank copy of this document may be found in the Centre of this booklet.

This completes the building of your Food Safety program.

HOW TO USE YOUR EVENT FOOD SAFETY PROGRAM

5. Photocopy any relevant information for food handlers and volunteers.

6. Complete the Food Providers List

7. Complete Part 1 of the Event Check List prior to the Event (page 23)

8. During the event, complete Part 2 of the Event Check List (page 24)

9. During your event your Food Safety Program and records should be available for compliance check by your Environmental Health Officer.

If you need assistance customising this template you can contact your Environmental Health Officer at City of Greater Geelong on 52270411.

EVENT COORDINATOR

(Retain this page for your Food Safety Program)

You will need an Event Coordinator at every event where your organisation will be selling food from a fete to a sausage sizzle to a cake stall.

The Event Coordinator has to make sure that all workers, whether they are volunteers or paid workers, understand food safety and safe food handling practices for the job they are doing during the event.

The Event Coordinator will have to conduct formal training or conduct group discussions before the event.

The things the Event Coordinator must be familiar with are:

- The Food Safety Program for the event
- Safe food handling
- Personal hygiene
- Cleaning
- Food preparation
- Storing and transporting food
- How to check temperatures
- Displaying food safely.

The Event Coordinator must also:

- Train all volunteers and supply them with the relevant information from the Food Safety Program,
- Check that temperature probes are calibrated before the event; to make sure they are working accurately,
- Distribute the information in this template to stall holders who are to participate in temporary events.
- Businesses participating in the event must satisfy the Event Coordinator that they follow the instructions given or use a module of the businesses Food Safety Program that covers off site events.
- Check that everyone works safely with food,
- Complete the Food Providers List by recording the names and contact details of people supplying food at the event, as well as recording the food supplied.
- Complete Event Check List, this record will help you to monitor the event from start to finish.
- When a food recall is issued you will need to remove the named food from sale.

SECTIONS RELEVANT TO YOUR EVENT

Answer the following question and then choose the sections that relate to the YES responses. Compile these selected sections, which will then form your **Events Food Safety Program.**

Questions	No	Yes	USE THESE SECTIONS
Location			
Does your organisation have permanent premises for food preparation?			Section A Section B
Is the event to take place at temporary premises?			Section A2 Section B
Is food at the event served from a food vehicle?			Section A3 Section B
Food Providers			
Do volunteers prepare food at home for the event?			Section B Section C All Sections D to G
Do you receive food donations from other sources?			Section D Section G Section L
Do you buy food from established food businesses for events?			Section D Section G Section L
Food Storage:			
Do you store or display dry foods?			Section C Section H
Do you store or display cold foods?			Section C Section H Section I Section J Section L
Do you store or display frozen foods?			Section C Section H Section D Section L
Food Preparation			
Do you thaw frozen food before further preparation?			Section J
Are ready to eat foods prepared before the event, such as salads?			Section E Section J
Is food cooked and cooled before transported the event?			Section F
Is food transported to the event in chilled conditions?			Section K
Is hot food transported to the event?			Section K
Cooking:			
Is food cooked at the event?			Section C Section F Section L
Is hot food displayed for customers at the event?			Section C Section I Section J Section L

SECTION A1

Permanent Premises {tc "Permanent premises"}

Is your organisation has a centre (like a community hall with a kitchen) the food handling and preparation facilities need to be organised so food can be prepared and handled safely.

In your food preparation kitchen, you need:

- Plenty of hot and cold water.
- Fridges to keep cold food cold and freezers to keep frozen food frozen.
- Mechanical exhaust fans to keep the area free of smells and fumes.
- Hand washing facilities – a basin, soap and paper towels.
- Sinks big enough to clean cooking equipment and utensils.
- Adequate bench space for food preparation.
- Uncluttered surfaces which are easy to keep clean.
- Supply of cleaning equipment, detergents and sanitisers.
- A place to store food safe from mice, rats and insects.
- A way to stop pests like birds, animals and insects getting into the kitchen.
- Enough rubbish containers to collect and store all waste.
- After the event all waste to be removed from the venue.

Pests:

It is important to be vigilant for pest activity and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information ask your local Environmental Health Officer, Or get a copy of the ANZFA Food Standards Code. Check the ANZFA website: www.anzfa.gov.au

SECTION A2

Temporary Premises {tc "Temporary premises}

There are times when you might have to prepare food away from a permanent kitchen. You might be operating a sausage sizzle or a food stall.
You must take special care at temporary premises to keep food safe, protecting it from sunlight, dust, insects and handling by customers.

The Event Coordinator should ensure the following issues are addressed when setting up a temporary food premises:

- A Temporary Food Premises Permit, which is obtained from the local Council.
- Benches or tables need to have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal.
- Handwashing facilities need the stall with water, a basin, soap and paper towels. (Make your own hand washing facilities if there is nothing near the stall. A water supply can be set up using drums and taps from a camping shop and hot water from an urn.)
- A place to wash up cooking equipment, dishes and utensils. You may have to make your own if there is nothing near the stall.
- A way of dealing with waste water from cooking, cleaning and hand washing. Don't just tip it on the ground or down the drain.
- A fridge to keep cold food cold and a freezer to keep frozen food frozen, if necessary. If you plan to hire a portable cool room, get one with a calibrated thermometer so you can check temperatures.
- Enough rubbish containers to collect and store all waste away from food.
- After the event all waste to be removed from the event.

Cleaning at temporary food stalls {tc "Cleaning at temporary food stalls"}

If there is no sink near the stall, you'll have to provide your own temporary facilities.

Utensil washing facilities must include:

- A sealed container or drum with clean water and a water heater such as an urn.
- A bucket or trough to collect dirty water.
- Detergent, sanitiser and disposable paper towels.
- Wash utensils/dishes as soon as possible in hot soapy water and ring thoroughly before and between use.
- Put wastewater from washing up into the sewers via a toilet. Do not tip down the drain.
- When you finish for the day, clean and sanitise all utensils and equipment before storing them.

Section A 3

Selling Food from Vehicles {tc "Selling Food from Vehicles"}

Sometimes your organisation might sell food from a food vehicle. A food vehicle needs to be constructed to minimise the chance of contamination of food, especially by dust, insects and customers. I t will be used or kept for the preparation, handling or service of food.

A food vehicle should have:

- The driving compartment separate from the section where food is stored or sold.
- Inside floors, walls and ceilings, which are smooth, non-porous, and easy to clean.
- Bench tips, work surfaces and cupboards that are smooth and able to be kept clean.
- Recommended materials include stainless steel, colour-bond and vinyl.
- Appliances and equipment installed so that cleaning is easily completed.
- The ability to safely store high risk foods (if necessary) – This means refrigeration to keep food below 5^{o}C, freezers to keep frozen food below 0^{o}C, and/or hot holding units, like bain maries which can keep hot food above 60^{o}C.
- A mechanical exhaust if you want to grill or fry food, or use a rotisserie.
- Washing facilities, including a sink and a separate hand washing facility each supplied with cold and hot water (supplied by a hot water service), soap and paper towels.
- A waste water holding tank.
- Enough rubbish containers to collect and store all waste away from food.
- After the event all waste to be removed from the venue.

Pests:

It is important to be vigilant for pest activity and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information ask your local Environmental Health Officer, or get a copy of the ANZFA Food Standards Code. Check the ANZFA website: www.anzfa.gov.au

Section B

Cleaning {tc "Cleaning"}

Keeping the kitchen or food preparation area clean is one of the best ways of avoiding food contamination. Cleaning involves removal of dirt and any left over food and followed by sanitising the preparation area.

You can make sure the kitchen is really clean by conducting regular cleaning programs:

- Do your cleaning the same way every time. For example: wash down the walls before the benches, benches before the floors and following the cleaning steps from 1 to 6 as below.
- Clean all your equipment and food preparation areas every time, both before and after you use them.
- Clean the surfaces of the kitchen regularly. Remember to also clean drawer and cupboard handles.
- Cleaning is an important process.

Six steps to food cleaning {tc "Six steps to food cleaning"}

1.	**Preclean**	Scrap, wipe or sweep away any food scraps, then rinse with water.
2.	**Wash**	Use hot water and detergent to take off any grease or dirt.
3.	**Rinse**	Rise off any loose dirt or detergent foam.
4.	**Sanitise**	Use a food grade sanitiser – follow the instructions.
5.	**Final rinse**	Wash off sanitiser (Check sanitiser instructions to see if this step's needed).
6.	**Dry**	Allow to air dry.

If operating from permanent food premises, you'll need to prepare a regular cleaning schedule, which shows:

- Exactly what and where to clean.
- How often to do each job.
- Which chemicals to use and the proper way to use them.
- Who is responsible for each cleaning job?
- Single-use paper towels are better for drying than cloths. If you use cloths, make sure that they are washed in hot water and replaced regularly.
- Store chemicals and other cleaning equipment away from food preparation areas.

SECTION C

Personal Hygiene {tc "Personal Hygiene"}

One of the keys to safe food is good personal hygiene of the people who prepare and sell it. The bacteria that can cause food poisoning are easily transferred from the hands and clothes of the people who handle the food. It is important that everyone who handles food has a high level of personal hygiene.

Some of the main principles are listed below:

Illness

Anyone who handles or prepares food while sick can transfer their germs or pathogens to the food and cause the consumers of that food to also be sick.
Food handlers suffering from food borne illness must not handle food.
Symptoms of concern include diarrhoea, vomiting, sore throat, fever or jaundice.
A food handler who has been ill recently must not handle food until they have received clearance from a doctor.

Hand washing

Always wash your hand before handling food.
Wash them completely, remembering the back of the hands, wrists, between the fingers and under the fingernails. Use soap and warm water for thorough hand washing, then dry with a dry, single-use paper towel.

Wash your hands again:

- After visiting the toilet
- After handling raw food
- After using a tissue, coughing or sneezing
- After handling garbage
- After changing nappies
- After handling pets or other animals
- After smoking or touching your hair or other body parts
- When changing disposable gloves
- After handling money.

Personal Hygiene

- Wash hands frequently, keep fingernails short and clean, with no nail polish.
- Tie back long hair or cover it.
- War limited jewellery – plain band type rings and plain sleeper earrings.
- All cuts and wounds should be covered at all times with a clean waterproof, preferably brightly coloured, plaster or band-aid and disposable glove.

Clean personal behaviour

When handling, preparing or selling food, wear clean clothing/clean apron, don't smoke, drink or chew gum. Don't touch or brush your hair, eat or spit.

SECTION D

How Food Poisoning and Contamination Occurs

People get sick from food poisoning because the food they've eating has contained bacteria, viruses or chemicals. It can take from an hour to a few days to develop food poisoning, depending on the cause, but the best way of preventing food poisoning is to sue safe food handling practices.

Bacteria are the biggest problem, because they are so common. They are found in soil, on animals, people and even their clothes. In the kitchen, bacteria often come from vegetables and raw meat.

Sometimes these bacteria can move from these raw ingredients to cooked food, in a process called cross-contamination.

The ways that these germs can move includes:

- Hand to food
- Cutting boards, knives and other utensils on to the food
- From one food to another, especially from raw to cooked food.

Once bacteria are in a food, they can increase their numbers quickly. They just need the right conditions. This means a temperature of between 5°C and 60°C (sometimes called the **Temperature Danger Zone**), time and water content of the food.

When using **high-risk foods,** these are foods that have the potential to grow bacteria in large numbers if not at the correct temperature when not handled safely and have been associated with food poisoning cases occurring.

High Risk Foods include: meat, seafood, poultry, dairy products, small goods, cooked rice, or any food product, which contains these foods. For example pies, quiches, prepared salads or desserts.

There are six key points to breaking this chain of food poisoning:

- Someone must be responsible for every aspect of food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- Making sure that everything (equipment and utensils) used in preparing the food is clean and germ free.
- Correct and safe food preparation.
- Correct and safe food storage.

When preparing food you also need to be aware of other contaminants such as chemicals (such as cleaning agents or sprays) or physical items (such as pieces of plastic or wood) that may get in to the food.

By following the procedures and being vigilant you can prevent contamination from occurring in the preparation and handling of food at your event.

SECTION D CONTINUED

Receiving food {tc "Receiving food"}
Keeping food safe starts from the moment that the food arrives.

Check the following:
- Complete the **Food Providers List.**
- Check that your food suppliers, whether people or businesses are supplying safe food.
- Are these businesses or food suppliers registered with council and operate a Food Safety Program.
- The Event Coordinator must ensure that all food donations supplied to the event are adequately packaged and labelled.
- It is useful to establish an identifying coding system for volunteers who are producing food for the event. This is useful if a food needs to be quickly recalled – it should not be necessary to identify the person who made the product by name. For example: all foods labelled with Code 006 refer to all food produced by Mrs. Smith.
- Check that the food has been protected from contaminated during transport by a sealed container or other packaging material. Also check that it has not been damaged during transport.
- If you are buying perishable food, make sure it arrives in a refrigerated state. Check the temperature of deliveries when they arrive and transfer tem as soon as possible to the correct type of storage.
- Record the temperatures of chilled or hot foods on the **Food Providers List.**
- Dry goods, like bread, dry ingredients or canned foods, should be in good condition, without torn packaging or heavily dented cans.
- Check there is no evidence of chemical or pest damage or infestation.
- *If in doubt, throw it out!*

Why do we do these checks?
If food was not checked we may receive food that could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
Food may be contaminated during transport, if raw food comes in contact with cooked food.
Pests and physical items can also contaminate the food.
The Food Providers List can assist you if following up a food complaint or recall.

SECTION E

Preparing food {tc "Preparing food"}

- No pets are allowed in to the preparation area.
- Ensure all work surfaces and utensils are clean before starting your preparation.
- Wash your hands before commencing work.
- Use separate utensils for raw and cooked foods.
- Because it's easy to transfer bacteria from raw to cooked food, it's important to have separate utensils, including cutting boards and knives, for raw food and cooked food.
- If this is not possible, thoroughly wash and sanitise equipment between use.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged packaging, like dented cans, torn packaging, leaking packages and cracked eggs.
- To avoid cross contamination don't let raw food come into contact with cooked food.
- If you are making preserves, use only acidic foods like berries, citrus or stone fruit.
- Vegetable preserves must be in a solution that contains at least 50% vinegar.
- Thaw frozen food thoroughly before cooking.
- Thaw frozen food at the bottom of the refrigerator, in a lidded storage container or covered with cling wrap.
- Food can also be thawed in a microwave, but must be cooked immediately.
- Cook thawed food immediately after thawing.

If in doubt, throw it out!

Handling and preparing food {tc "Handling Food"}

- Cooked, or ready to eat food should not be handled with bare hands. Use tongs, spatulas, spoons, or wear disposable gloves.
- Raw food to be cooked can be handled with bare hands, but hand must be washed between tasks.
- When using disposable gloves change them:
    - Every hour
    - When they tear
    - When you change tasks, like moving from cleaning to cooking, or from food preparation to serving cooked food or handling money.

Why do we do these checks?

If food was not prepared in this manner, that food could be unsafe. (See "How Food Poisoning and Contamination Occurs" Section D).
Food may be cross-contaminated where raw food is in contact with cooked food or through incorrect use of utensils.
Food may be contaminated by Food Handlers.
Pests, chemicals and physical items can also contaminate the food.

SECTION F

Cooking and heating {tc "Cooking and heating"}

- Thaw frozen food before cooking.
- Remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Cook all foods thoroughly, especially meat, fish and chicken.
- When cooking chicken ensure that it is white in the middle and there is no hint of pink.
- The Internal Temperature should be 75°C
- Throw out any marinade that was used on raw meats; do not baste food that is being cooked with the marinade.
- Cook eggs until both the yolk and white are firm.
- Always use clean utensils for cooked meats – never use the same plate that held the raw meat.
- When cooking make sure that raw food does not come in contact with cooked foods.
- Reheat thoroughly. Reheated food should be brought to boil and simmered for at least 5 minutes before serving.

Cooling

- When cooling food to assist faster cooling divide the food into smaller quantities or place in shallow containers.
- Food once cooked and protected form contamination may be left at room temperature provided the temperature drops to 60°C then further cooling is required.
- It is important to ensure that any cooling of potentially hazardous food is carried out within the limits set out in the Food Safety Standards (ANZFA).
  Within two hours from 60°C to 21°C; and
  Within a further four hours – from 21°C to 5°C
- The initial drop in temperature must be faster than the second drop in temperature, as bacterial growth is optimum at 43°C.
- These temperatures are to be checked with a probe thermometer.

If in doubt, throw it out!

Why do we do these checks?

If food was not cooked and cooled in this manner, that food could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
Food may be cross-contaminated where raw food is in contact with cooked food or through incorrect use of utensils.
Food may be contaminated by Food Handlers.
Pests, chemicals and physical items can also contaminate the food.

SECTION G

Product Information and Packing

- Make sure foods are protected from contamination in sealed or closed containers or in cling wrap.
- Limit the time high risk foods are between 5°C and 60°C.
- The designated packaging area is to be clean and sanitary prior to starting packing.
- Packing area is uncluttered and free from any material not used for packaging of food.
- Store packaging materials in safe and sanitary conditions.
- Do not use damaged packaging.
- Food is to be appropriately labelling with the following information as a minimum:
    - Product Name,
    - Ingredients,
    - Weight,
    - Date or batch marking,
    - 'Use by date' or 'best before date',
    - Business name and address of vendor, manufacturer, packer or importer.

Food Allergies and Labelling:

When preparing food for public consumption it is important that information about the product is available as some people can be severely allergic to certain types of foods.
Common allergies include foods which include the following:

- Gluten
- Crustacea (shellfish) and products
- Egg and egg products
- Fish and fish products
- Soy beans and products
- Peanuts
- Milk and milk products
- Other nuts and products
- Sesame seeds and products
- Sulphites more than 10mg/kg
- If you wish to find out more about allergies, see this web site www.foodallergies.com.au
- The Event Co ordinator must ensure that all food supplied to the event is adequately packaged and labelled.
- It is useful to establish an identifying coding system for volunteers who are producing food for the event. This is useful if a food needs to be quickly recalled – it should not be necessary to identify the person who made the product, by name. For example; all foods labelled with Code 007 refers to all foods produced by Mrs. Clancy.
- This label may be hand written with a waterproof pen.
- Use the Food providers List to keep a record of all the food supplied to the Event.

SECTION G CONTINUED

Below is a sample of information to be included on product labels:

Why do we do these checks?

If food was not packed and protected the food could be unsafe.
(See "How Food Poisoning and Contamination Occurs" Section D).
Food may be cross-contaminated where raw food is in contact with cooked food or through incorrect use of utensils.
Pests, chemicals and physical items can also contaminate the food.
Food may be contaminated by Food Handlers.
Labelling of food items ensures that the consumer of the food is informed of its contents. This is important where consumers bay be allergic to some food ingredients.
Details on Food Providers is required if a food poisoning investigation is conducted.
Food Providers and Ingredient details are also required when a recall has been issued by ANZFA or by a food company.

SECTION H

Food Storage {tc "Food Storage and Display"}

- Ensure all food and storage containers are stored of the food or ground, to assist with pest control and cleaning.
- Do not store utensils in food eg: ladle in soup, spoon in icing.
- All storage areas are to be clean, sanitary, in good repair and pest proofed.
- Store food away from direct sunlight and moisture.
- Chemical, cleaning equipment and personal belongings must be stored separately from food.
- Ensure that all foods in storage are labelled and protected from contamination, in undamaged packaging or sealed containers.
- Stock is rotated, using the first in – first out principle so that food is within its Use-by Date or Best Before date.
- Only take food out from storage for further preparation when ready to use.

If in doubt, throw it out!

Why do we do these checks?

If food was not stored in this manner, that food could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
Food may be cross-contaminated through incorrect use of utensils.
Pests, chemicals and physical items can also contaminate the food.

SECTION I

Displaying and Serving

- Wrap or cover all food on display.
- Tag or label food trays, not the food.
- Do not mix food on display with new batches.
- Refrigerated displays should keep the food at 5°C or colder. Keep raw and cooked foods separate.
- Have separate utensils available for raw and cooked items.
- Allow time for hot display to reach holding temperature before adding the food.
- Hot displays (like a bain-marie or pie warmer) should keep the food at 60°C or hotter.
- Don't reheat food in hot display equipment (like a bain-maire or pie warmer).
- Hot Foods and Ready to Eat foods not packaged must be protected from contamination.
- Separate utensils are to be used for service to customers.
- Don't overload display equipment by stacking food above the level of the trays.
- Do not leave foods at room temperature, at Danger Zone Temperatures of between 5°C and 60°C.

If in doubt, throw it out!

Why do we do these checks?

If food was not displayed in this manner the food could be unsafe (See "how Food Poisoning and Contamination Occurs" Section D).
Food may be contaminated by Food Handlers.
Food may be cross-contaminated where raw food is in contact with cooked food or through incorrect use of utensils.
Pests, chemical and physical items can also contaminate the food.

SECTION J

Temperature

Foods such as Meats, Dairy, Poultry, Fish and any product that includes these, both in raw or ready to eat foods (including cooked rice, coleslaws and prepared salads) must be stored at the correct temperature.

This means:

- Frozen Foods to be stored frozen (solid) at –15°C or colder.
- Chilled Foods to be kept at 5°C or colder.
- Defrost freezers regularly and don't overload them.
- Check and record the temperature of refrigeration equipment with a calibrated thermometer regularly. (See checking your thermometer on page 26 of this booklet.)

Report problems with fridge and freezer temperatures to the Event Coordinator immediately.

Time

- Don't keep food in storage too long. Date label containers. Remember the 'first-in – first out' rule.
- Food should not be out of refrigeration for very long. Throw high-risk food out after it's been at room temperature for four hours or longer. (That is at temperatures above 5°C)
- If the event is less than four hours from the point of the food leaving refrigerated storage to consumption of the food. Use an Esky with adequate ice blocks to deep the temperature as low as possible. A temperature indicator will help give you an indication as to the temperature in these Esky.
- Keep a record of the time the food is removed from refrigerated storage and the time the last items are cooked form the Esky and temperature of the Esky at this time.
- Do not leave foods at room temperature for more than four hours, that is temperatures above 5°C.

Contamination

- Store raw food separately from cooked food. In your refrigerator, raw food is to be stored below cooked foods to ensure no drips can fall on to the cooked or ready to eat food, which would transfer bacteria from the raw food to the cooked or ready to eat food.
- Cover all food with lids, foil or plastic warp. Don't leave food in an opened can – transfer it to a suitable container.
- To prevent pests or other contamination getting in to the food don't leave food without packaging or protection cover.

If in doubt, throw it out!

SECTION K

Transporting food {tc "Transporting Food"}

- Animals or pets are not to be in a food transport vehicle.
- Food that is delivered to you should come in a food transport vehicle designed to keep food safe and clean.
- Food which has to be kept cold or frozen should be transported at the correct temperature.
- If you are transporting food to an event, keep chilled food cold by using insulted containers like an Esky with plenty of ice or cold blocks.
- If you have an air conditioned car it will be cooler to transport the food with the insulated containers or Esky in the car rather than in the boot.
- Any meat in the insulated containers or Esky must protected or packaged so it is not in direct contact with ice or cool packs.
- All foods are to be covered or protected, using closed containers or cling wrap during transport.
- Food that is to be served hot should be transported cold and heated at the event where it is to be served, unless it can be transported quickly enough to avoid being in the Temperature Danger Zone, 5 to 60^{o}C.

If in doubt, throw it out*!*

Why do we do these checks?

If high risk food was not transported in this manner the food could be unsafe. (See "how Food Poisoning and Contamination Occurs" Section D).

Food at the Danger Zone Temperatures, 5 – 60^{o}C allows bacteria to grow and to be un-safe.

Food may be cross-contaminated where raw food is in contact with cooked food or through incorrect use of utensils.

Pests, chemicals and physical items can also contaminate the food.

SECTION L

Temperature Checking {tc "Temperature Checking"}
Keeping food at the right temperature is very important to stop bacteria from growing.
Remember:
- Frozen food to be frozen solid –15°C or lower
- Chilled foods to be kept at 5°C or lower
- Hot food to be kept at 60°C or above
- Avoid the Temperature Danger Zone (5°C to 60°C) for 'high risk' foods.

Using a digital probe thermometer is the best metod to check that these foods are not in the Danger Zone temperature range.

Rule: If any ready to eat high risk food has been at temperatures between 5°C and 60°C
- For a total time less than 2 hours, it must be refrigerated or used immediately.
- For a total of longer than 2 hours but less than 4 hours, it must be used immediately
- For a total of 4 hours or longer, it must be discarded.

When organising an event ensure that food is consumed in less than four hours from the point of the food leaving refrigerated storage to consumption of the food.
- Use Eskys with adequate ice blocks to keep the temperature of food as low as possible.
- Use of a temperature indicator will help give you an indication as to the temperature in the Eskys.

What to Do?
Record temperature of storage equipment such as hot holding, fridges and freezers.
Temperatures of food on arrival are recorded on the Food Supplier List.
Temperature of foods during the event cooking hot holding displays are to be recorded on the Event Checklist.
- Check the Rule for ready to eat food and *if in doubt, throw it out!*

Using Digital Temperature Probes (Thermometers)
- The thermometer is to be stored in a clean and hygienic manner and staff are to be trained in how to use a thermometer correctly.
- Thermometer is to be clean, sanitised and dry before use.
- Sanitise the probe of the thermometer by running the metal tip of the thermometer under hot water (80°C) for 6 seconds, wash in a sanitising solution or use alcohol swabs before taking temperatures readings of food.
- Cleaning and sanitising is to be done between checking all foods to prevent the food becoming contaminated with a dirty thermometer.
- Sanitise the probe between taking the temperature or raw and cooked products.
- Take core temperature measurements of food by inserting the probe into the centre of the food or thickest point.
- Take the reading at least 10 seconds after insertion, when the temperature reading has stabilised.
- Place the thermometer probe between two packages of packed or frozen food items to take a surface temperature measurement.
- Packaging must remain intact and not be damaged as this will lead to contamination.
- Mix or stir liquids prior to checking their temperature eg: soups, sauces etc.
- It is important to get the core temperature of products at their thickest point.

Part 1

Event: .....

Date:.....

Completed by: .....

EVENT CHECK LIST

- The Event Coordinator to sue this checklist and kept his as a record.
  - The Event relevant questions must be answered wither Yes or No.
  - Record at least two product temperature where designated.
  - Describe what needs to be done/fixed in the observations column.
  - Action Required: what action was taken to overcome the problem.

1. SET UP CHECK	Yes	No	Observations
Is all equipment and utensils checked that they are clean and ready for use?			
Check that Permanent Premises are free from pest activity?			
Are all suppliers used on your Food Providers List?			
Are temperatures of chilled and hot foods monitored on arrival?			
Are products checked on arrival for contamination?			
Are all products labelled correctly?			
Are products coded?			
Is all food protected from contamination? Are products in appropriate packaging?			
Are volunteers aware of the key factors to be aware of when inspecting food?			
Is transport Eskys stocked with sufficient ice blocks?			
Are cooked and raw foods separated in storage?			
Are foods stored off the ground?			
Are there adequate hand washing and drying facilities?			
Are volunteers familiar with safe food handling practices?			
Action required:			

Part 2

Event: .....

Date:.....

Completed by: .....

- The Event Coordinator to use this checklist and kept his as a record.
  - ❑ The questions must be answered either Yes or No.
  - ❑ Describe what needs to be done/fixed in the observations column
  - ❑ Record at least two product temperature where designated during the event.
  - ❑ . Action Required: what action was taken to overcome the problem.

EVENT CHECK LIST

2. OBSERVATION CHECK		Yes	No	Observations
****Record the time the Event Starts:**	**			
Is there any perishable food not in chilled storage? Please name the food in observations if 'yes'				
Record their temperature?	°C			
Check the temperatures of a sample of foods in Chilled Food Storage and record	°C °C °C			
Are temperatures of storage areas operating in the correct temperature range? Record their temperature?	Chilled Frozen			
Is there any risk of cross-contamination from raw to cooked foods?				
Is there any risk of cross-contamination from raw to ready to eat foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				
Record Sample of Cooked Food Temperatures during the Event?	°C °C °C			
Are all foods on display protected from contamination?				
Are cooked hot foods displayed in hot hold equipment?				
Record Sample Hot Foods Temperatures during the Event?	°C °C °C			
Are staff following good hygiene practices?				
Is food waste disposed of appropriately?				
****Record the time the Event Starts:**	**			
All equipment is cleaned and sanitised after use?				
Food waste removed from the site of the event?				
Action Required:				

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Food Providers List
Event: .....
Date:.....
Sign: .....

- Information on Volunteer Suppliers or food providers and your Coding to be entered on this record.
- Create a code and use this code to be on the label of the food products that this volunteer suppliers to the event.
- Name other local suppliers, their products may already have labeling information and coding.
- Keep all delivery notes, invoices or receipts related to purchased prepared food products.
- Check the food is not contaminated and temperature of chilled or hot foods on arrival, as per Receipt Procedure.
- **Record the temperature of Chilled foods (less than 5°C), Frozen Food (frozen hard) and hot foods (above 60°C) in the Accepted column**.

3. FOOD PROVIDERS

Name	Full Address & Phone number	Code	List Food Supplied	Accepted Tick if correct ✔	Label Information Tick if correct ✔	Action taken if not Correct

ADDITIONAL INFORMATION

(Retain this page for your Food Safety Program)

Checking Thermometers Accuracy (Calibration).
To make sure that food is at the correct temperature, you need to check temperatures regularly and to do this properly; you'll need an accurate thermometer.

You should check the accuracy of your thermometer at least quarterly using the following calibration procedure:

- Crush ice into a container
- Add enough pre-cooled water to make an ice/water mixture or slurry.
- Insert thermometer into the mixture.
- Wait three minutes and record the temperature.

The temperature should read 0°C. If yours varies by more than 1°C (up or down), then it should be adjusted or, if that is not possible, replaced. **Digital thermometer probes** have a limited battery life and the batteries should be replaced towards the end of their useful life, if accuracy is to be maintained.

- If you cook, your thermometer will also have to be calibrated at a high temperature. Place the thermometer into boiling water and allow a few minutes for the temperature to stabilise. The temperature should read 100°C when the thermometer is removed.
- Chilled thermometers need to be calibrated regularly as they can become damaged. You can do this by placing your portable thermometer near the chill thermometer and comparing the reading. If the chill thermometer reading does not match your calibrated thermometer you should contact your refrigeration service.
- If you use temperature indicators these should be checked against a calibrated thermometer prior to use. Replace the indictors if they are not accurate.

If you need further assistance with your Food Safety Program, contact:

- The Environmental Health Officer at your local council
- Food Safety Victoria – Hotline 1300 364 352
- Check Food Safety Victoria website – www.foodsafety.vic.gov.au
- Food Safety Guidelines for Community Events video and information pack is a useful tool to assist in the training of Event food handler s and is available in a number of different languages. Produced by the Department of Human Services, Food Safety Victoria. Which is available in local libraries or from your local Environmental Health Officer.